

Reserve

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UNITED STATES DEPARTMENT OF AGRICULTURE  
✓ Federal Crop Insurance Corporation

May 24, 1948  
(Tentative)

6/3/48

✓ FCI COUNTY PROCEDURE MANUAL

BEAN COUNTY ACREAGE REPORT PROCEDURE FOR 1948

SECTION I. - GENERAL

A. Responsibility for Obtaining and Handling the Acreage Report for Beans

Where the applicant did not plant as many acres of beans or has a smaller share in the acreage on an insurance unit than shown on his original application he has the opportunity to submit evidence to the county committee to substantiate his request for a reduced acreage and/or share in the crop. This evidence must be submitted on or before July 15, 1948.

The county committee is responsible for obtaining an acreage report for all farms (or parts thereof, where applicable) covered by a bean crop insurance contract for which the insured submits to the committee satisfactory evidence that (1) the acreage actually planted to beans on the insurance unit is less than the acreage shown on the contract as of the closing date, or (2) his share in the bean crop on the insurance unit is less than the share in the crop shown on the contract as of the closing date.

Instead of providing an acreage report form, an "Application for Bean Crop Insurance", Form FCI-312-B will be used for economy and convenience reasons. Use of an application form is not to be construed as the submission of a revised application.

So that the program may operate smoothly and successfully these forms should be obtained as soon as possible after bean planting is generally completed in the county but not later than July 15, 1948. They should be transmitted to the Corporation immediately after July 15, 1948.

B. Manner in which the Acreage or Share May be Reduced

1. Notice to Each Insured

Promptly after bean planting is generally completed in the county, but in no event later than July 1, 1948, the committee shall advise each insured by letter that if the acreage actually planted to beans on any insurance unit covered by the contract is less than the acreage shown on the contract for the insurance unit, the acreage as shown on the contract may be reduced provided he submits to the county committee satisfactory evidence based on measurements, A.C.P. acreage figures, or other acceptable written evidence showing the acreage of beans actually planted on the insurance unit. The insured also shall be advised in this letter that if his actual share in the bean crop at the time of planting on any insurance unit covered by the contract is less than the share in the crop shown on the contract for the insurance unit, the share as shown on the contract may be reduced provided he submits to the county committee satisfactory proof based on a copy of a lease, copy of a rental agreement, or other acceptable evidence of his actual share in the crop at the time of planting.



The letter to the insured should either (a) refer the insured to the acreage and share data on his copy of the accepted application or (b) include a listing of these data as shown on the contract. The letter should also advise the insured that where beans were planted on a farm and the crop was destroyed at a time that it could be replanted but no acreage was replanted to beans such information should be submitted in the form of a statement prepared in triplicate and signed by the insured. The insured shall be requested to submit any evidence supporting a reduction in acreage or share as soon as possible, but not later than July 15, 1948.

2. Requests for a Reduction in Acreage or Share Received on or Before July 15, 1948.

Where the insured requests a reduction in the acreage of beans or the share in the bean crop as shown on the contract for any farm and submits, on or before July 15, 1948, satisfactory written evidence to the county committee to substantiate the reduction, an acreage report shall be prepared for the insured on the basis of the evidence submitted.

3. Requests for a Reduction in Acreage or Share Received After July 15, 1948.

The acreage of beans as shown on the contract for a farm may be reduced on the basis of a request by the insured after July 15, 1948, only if the acreage actually planted to beans on the farm is accurately measured and is found to be less than that shown on the contract. If the insured desires that such measurement be made, he shall deposit in advance with the county association sufficient funds to defray the estimated cost of measurement. The amount of such deposit shall be determined by the committee and no part thereof will be refunded. A representative of the county committee shall measure the acreage and if it is found to be less than the acreage shown on the contract for the farm, an acreage report shall be prepared on the basis of the measurements. In these cases, the county committee shall prepare, date and sign a statement of facts, in triplicate, which shall be attached to the related acreage report.

Any requests received after July 15, 1948, for a reduction in the share in the bean crop as shown on the contract for a farm shall be handled in accordance with General Procedure 4, if they appear meritorious.

C. Form FCI-812-B marked "Revised" to be Used

An "Application for Bean Crop Insurance" Form FCI-812-B to be marked "Revised" and with the words "Application For" deleted and the words "Acreage Report" added to the name of the form, is to be used in submitting the insured's request for a reduced acreage or share in accordance with paragraph P above. The "Revised" Form FCI-812-B will hereafter be referred to as the Acreage Report.

D. Statements of Facts Required

All statements of facts required by this procedure shall be dated and signed by a member of the county committee and attached to the related Acreage Report.



SECTION II

PREPARATION AND HANDLING OF THE ACREAGE REPORT

1. An Acreage Report shall be prepared for each contract where, on any insurance unit, acceptable evidence to substantiate a reduction in acreage or share in the crop is submitted by the insured in accordance with Section I, B. The data entered in Item D on the Acreage Report will be considered final for 1948 if approved by the Corporation.
2. If all or a part of the bean crop on a farm covered by the contract was transferred to another person after planting, the Acreage Report shall be prepared without regard to the transfer. In such cases the insured should advise the committee of the name and address of each person to whom any of the crop was transferred and of the number of acres and the share in the crop transferred to each such person. Form FCI-21, "Record of Transfer," shall be prepared and distributed as provided in General Procedure 8.
3. If the insured has no share in the bean crop on one or more of the units covered by the contract at the time of planting, an Acreage Report shall be prepared and the word "None" shall be entered for each such insurance unit in column 3 of Item D. In addition, as indicated in the letter to the insured, he should be advised that where beans were planted on a farm and the crop was destroyed at a time that it could be replanted but no acreage was replanted to beans, this information should be submitted by the insured in the form of a statement, prepared in triplicate and signed by the insured, which shall be attached to the related Acreage Report.
4. The Acreage Report shall be prepared as follows:
  - a. Heading. Type in the word "REVISED" in the upper left-hand corner. This is very important so that the Branch Office will not consider the "Revised" forms as original applications.

Enter the name of the insured exactly as it appears at the top of the application. If a transfer of interest has occurred enter the name of the original insured nevertheless. In some few cases the original insured may have died or been declared judicially incompetent. If this happened before the crop was planted, insurance will be in effect only if a substitution was made in accordance with the county application procedure. If this is the case the substitute's name should be shown instead of the original insured on the Acreage Report. If there is not a substitute enter the name of the original insured and do not enter the acreage. In such cases the facts should be explained in the space for "Remarks". If death or declaration of incompetence occurred after the crop was planted, prepare the Acreage Report in the name of the person legally entitled to handle the estate of the original insured. In these cases Form FCI-2, "Agreement" or an appropriate statement of the pertinent facts regarding the change shall be prepared and attached to the Acreage Report.



Enter the address of the insured, the state and county code and contract number, and the name of the county and state. This information shall be obtained from the county office copy of the insured's original application and must agree with it except as explained in the preceding paragraph.

- b. Item D. The data entered in Item D, on the Acreage Report shall be complete for the contract. If the data for only one farm or insurance unit is being revised and data for other farms or insurance units appeared on the original application, the data for all farms or insurance units shall be listed on the Acreage Report. Care should be exercised in transcribing data to Item D of the Acreage Report from the original Form FCI-812-B, "Application for Bean Crop Insurance." In most cases only columns (2) and (3) of Item D on the Acreage Report will differ from the original application. Where necessary refer to Section IV, A, 4 of the "Bean Sales Handbook" issued March 8, 1948, on how to prepare Item D.
- c. Signature. The applicant shall sign the Acreage Report and the date of his signature must be entered. All signatures shall be affixed in accordance with the Section III, "Signatures" in the "Bean Sales Handbook." A witness to the applicant's signature is not necessary, unless the signature is executed by mark (X).
- d. Certification. If after a review of the revised data, the Acreage Report appears acceptable, a member of the county committee shall sign the form and enter the date of his signature in Item H.

If the county committee does not recommend acceptance of the Acreage Report the certificate of the county committee shall not be executed. In all such cases, a statement of all facts, together with the committee's recommendation shall be prepared in triplicate and attached to the Acreage Report.

- e. Item J "Computation of Premium." Columns 6 and 7 must be completed by the county office before submission of the Acreage Report to the State Director. In Column 6 enter the coverage area number shown on the crop insurance map for the land described on the corresponding line in Item D.

On each line in Column 7 enter the premium rate per acre as shown on the county actuarial table applicable for the coverage and rate area numbers entered in Column 6.

No entries need be made in Columns (8) and (9).

Refunds of premiums, if any, will be made by the Branch Office after a recomputation of the premium.



SECTION III

TRANSMITTAL OF THE ACREAGE REPORTS

All Acreage Reports and attached statements of facts, if any, shall be forwarded to the State Crop Insurance Director as soon as possible after July 15, 1948. A transmittal sheet (Form FCI-15) shall be used for this purpose. The words ACREAGE REPORTS - BEANS should be entered in the space provided on the Form 15. No transmittal number need be assigned to it. Otherwise the Form 15 should be prepared in accordance with Section III, A of the "Bean County Application Procedure for 1948," issued March 5, 1948.

When the Acreage Report is approved the county office copy will be mailed to the county office and it should be filed with the related original Form FCI-812-B, "Application for Bean Crop Insurance."



